

City of Lowell
Job Posting
Please Post: July 2, 2014
Deadline: July 16, 2014
Water Utility
Laboratory Director

ANTICIPATED VACANCY

Job Title: Laboratory Director (1300-16, 2041)
Department: Water Utility
Reports To: Operations Superintendent or other designated personnel
FLSA Status: Non Exempt
Salary: \$26.2478/hour (min) to \$29.4968/hour (max)

SUMMARY

Under general direction of the Operations Superintendent and/or other designated personnel

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Responsible for all laboratory activities.

Performs and supervises physical, chemical, and microbiological tests and examinations of water and/or wastewater using instruments and apparatus including pH meters, ultraviolet visible spectrophotometers, analytical balances, atomic absorption spectrophotometers, Mass Selective Detectors (MSD), Ion Trap Detectors (IPD), and gas chromatographies; Determines and updates the methods and procedures used in the examination of water and wastewater samples;

Directs the collection of raw, settled, and filtered water samples; Interprets test results and writes comprehensive analytical reports; Enters test results into the Laboratory Information Management Systems (LIMS) database; Writes and maintains proper QA/QC procedures in order to maintain analytical quality; Makes special chemical and microbiological studies in order to evaluate and improve plant processes; Maintains regular and reliable attendance.

Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Assigns and directs laboratory duties as required; Performs training in laboratory analyses as required for water treatment QA/QC and process control. Maintains all required and necessary laboratory records, equipment and chemicals.

Ensures necessary laboratory safety training, policy and procedures are being maintained.

Compiles, records and analyzes data from laboratory work and compiles and furnishes the department of environmental protection and other agencies with monthly state and federal compliance reports when needed.

Performs laboratory testing of water samples to insure safe water quality.

Directs all required control tests in accordance with prescribed procedures and makes adjustments as required. Performs other related laboratory duties as required.

SUPERVISORY RESPONSIBILITIES

Directly supervises employees in the Water Laboratory. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Must possess a Bachelor's Degree in Chemistry or equivalent. Must possess and maintain Massachusetts DEP certification in microbiology for total coliform, e-coli and heterotrophic plate counts (HPC). Must have at least one year of experience and direct responsibility for a Water Treatment Facility laboratory.

Must presently hold a certification for microbiology/water chemistry analysis and keep current through employment with the utility.

Knowledge of the principles, practices, and techniques of chemistry and microbiology; Knowledge of general laboratory testing techniques and methods including sampling; knowledge of sanitation and sterilization equipment and devices used in laboratory; knowledge of the proper methods used in the disposal of laboratory materials; knowledge of the types and uses of sterilization equipment; knowledge of calibration and adjustment and characteristics of chemicals, acids and materials used in laboratory; knowledge of the methods and techniques used in transporting laboratory specimens; knowledge of the operation and care of specialized laboratory equipment; ability to perform arithmetic computations.

SKILLS and ABILITIES

Laboratory manipulative techniques and following and adapting scientific methods and procedures.

Ability to:

Perform a broad range of laboratory tests of water and sewage samples; Observe, compare, or monitor data to determine compliance with prescribed operating or safety standards; Comprehend and make inferences from written materials; Work in a variety of weather conditions with exposure to the elements; Communicate orally with co-workers, consultants and the public in face-to-face one-to-one settings; Enter data or information into a terminal, PC, or other keyboard device; Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar; Work safely without presenting a direct threat to self or others; Perform microscopic work for extended periods of time; Work with chemicals, effluent, and other similar solutions using only normal protective equipment to conduct laboratory analyses of water or wastewater samples.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Ability to read and comprehend simple instructions, short correspondence, and memos.

Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Ability to speak effectively before groups of customers or employees of organization.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in its most difficult phases.

CERTIFICATES, LICENSES, REGISTRATIONS

Massachusetts DEP certified in microbiology for total coliform, e-coli and heterotrophic plate counts (HPC). Must presently hold a certification in microbiology/water chemistry analysis and keep current through employment with the utility. Grade 3 or higher Massachusetts Water Treatment License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit;

use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals. The noise level in the work environment is usually loud.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals send resume and/or application to the Human Relations Office, RM 19 ~ City Hall, Lowell, MA 01852 by 4:00 PM: Deadline Wednesday, July 16, 2014. ~ Applicants may also send resume and/or application to fax 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer